# IFS Connection

Volume 1, Issue 3 October 2001

## IFS Help Desks

The IFS Help Desks are available to assist with problems such as access, password reset and navigation.

Please call or e-mail for assistance:

775/684-5245 **Lauri Wilkens** (Financial)
lwilkens@doit.state.nv.us
775/684-8696 **Tricia Buckner** (HR)
tbuckner@doit.state.nv.us

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## From the Desks of the Administrators

*– Kim Huys, Chief Accountant, IFS-Financial*
*– Cynthia Baumann, IFS-HR System Administrator*

Welcome to the final **printed** edition of the *IFS Connection*. Beginning with the January 2002 issue, the *IFS Connection* will be distributed electronically via e-mail. Everyone talks about a paperless environment, and while this is probably more fantasy than reality, the Project is attempting to cut down on the amount of paper used and thrown away each year.

If you are interested in receiving the *IFS Connection* via e-mail, please send a message to Judy Hetherington (judyh@controller.state.nv.us) requesting your name be added to the distribution list. The *IFS Connection* is also available at either the State Controller or Department of Personnel Web sites. If you do not have access to an e-mail address or the Internet, please notify Judy via mail at the State Controller's Office – Las Vegas and she will place you on a hard copy distribution list.

Some of you may have already heard that Jim Wells resigned from his position as Chief Accountant, IFS - Financial in September and accepted a new position with the Nevada Housing Division. Jim was a great asset to the IFS Project and will be missed.

Moving on…
Kim Huys is the new Chief Accountant, IFS - Financial. She previously worked with American Management Systems (AMS) and was located here at the Nevada Project site for some time. Please join us in welcoming Kim to the Project. Kim's phone number is 775/684-8176 and her e-mail address is khuys@controller.state.nv.us.

*See **From the Desk** continued on page four.*

## ADVANTAGE™ FINANCIAL TRAINING RESUMES

The State Controller's Office will resume ADVANTAGE™ - Financial training this fall. The initial rollout of the system has been completed in 32 State agencies. These agencies are using ADVANTAGE™ to pay bills and process deposits. Approximately 40 agencies remain who have not yet completed rollout.

Training recommences the first week in October for the remaining agencies, with a few minor changes. Internal controls are now due to the Financial Management, Training and Controls Section of the Department of Administration (FMTC) on the first business day of the month prior to the month the agency is scheduled to go-live. For example, if an agency is scheduled to go-live in November, the internal controls are due the first business day of October. This should give the agencies and FMTC plenty of time to work out any issues regarding the internal controls and for FMTC to issue the approval letter.

Agencies will no longer be allowed into the training classroom unless the approval of their internal controls is imminent. Those that do not receive approval in time will be re-scheduled. Reminder notices for internal control submissions will be sent out approximately a month before they are due.

To acquaint agencies with the rollout process, a Rollout and Internal Controls Seminar was held on July 31. Valuable information and materials were provided to assist agencies in preparation for their rollout. For those unable to attend, videotape of the seminar is available for loan. Please contact Connie Swanson (775/684-8163) to check out the video.

Calendars are available on the Controller Web site, www.state.nv.us/controller/IFS.html/, to assist agencies in planning for rollout. Training dates for the remaining agencies are on the Rollout Calendar. The Key Dates Calendar includes the internal control due dates and extra training classes that are available.

The intention of the Controller's Office is to complete Phase I of the rollout by June 30, 2002.

*See **Training Resumes** continued on page six.*

## STATE CONTROLLER ANNOUNCES OPTIONS FOR DEBT RECOVERY

State Controller Kathy Augustine is advising agencies with past due receivables that they have three options for recovering debt due the State:

1. Agencies can turn over their receivables determined uncollectable to the State Controller who will act as their agent for collecting the debt. This is accomplished through an ***Intrastate Interlocal Contract between the State Controller and the Department***. AB 314, passed during the last legislative session, allows the State Controller's Office to add collection costs to all debts exceeding $200. The collection fee for debts of $200 - $24,999.99 is 11.75 percent. Fees on debts of $25,000 or more are 50 percent. Added fees are capped at 25 percent of the original debt, or $25,000, whichever is less. Debts over $25,000 deal predominantly with corporate debt, those requiring extensive scrutiny of financial records and corporate documents. ***Remember, bankruptcy does not necessarily mean a debt is uncollectable.***

2. Agencies that believe a debtor to their agency is also doing business with another state entity may also request the Controller's Office put a vendor ***on hold***. When a voucher is intercepted, ***the vendor will not be paid***. The amount of the voucher will be transferred from the paying agency to the holding agency, unless other arrangements are made with the vendor. This has proven to be a successful tool in motivating vendors to pay their bills.

3. Agencies wanting to monitor their own collections may sign a supplemental agreement to the Controller's contract with debt collection companies and work directly with them.

If you have questions, or would like more information, please contact Assistant Controller Jeannine Coward at 775/684-5611 or jcoward@govmail.state.nv.us.

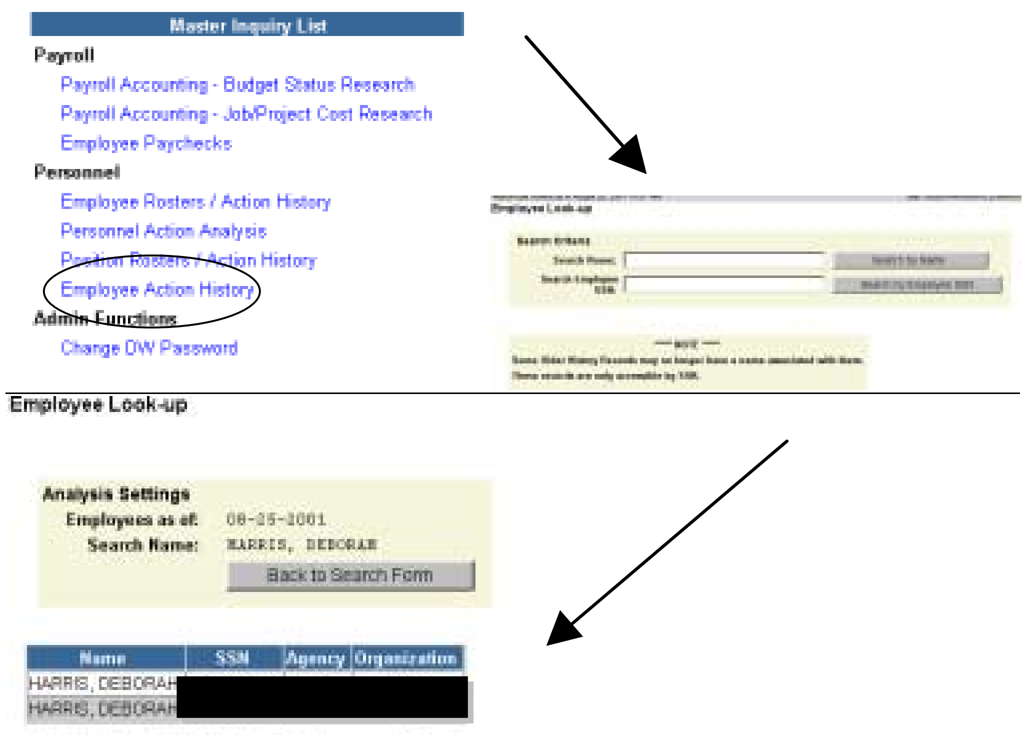
# IFS-HR UPDATES

## Additional Employee History Available

Exciting developments have occurred in the HR Data Warehouse (HR-DW) over the last quarter! The Data Warehouse now contains personnel action data from the Legacy system, which will provide historical data on employees with state service prior to March 6, 1999.

An employee action history has always been available by drilling down through roster screens, but access is even easier now that the Employee Action History link is available on the HR-DW homepage. Unlike the paycheck detail information, the employee history will be available indefinitely and will not be archived.

The action history views now show data from ADVANTAGE™ and from the Legacy system. The view is similar to the old "18 - Employee History" screen some of you may have accessed. Action history is still accessible by drilling down in the roster sections. It is also available from a new Employee Action History link on the homepage. From there, you can search for any employee - current or past, including people who were only employed prior to ADVANTAGE™ conversion.




## HR-DW How-To

### Find a complete history for an employee:

1. Click on the Employee Action History link on the HR-DW Home Page.
2. Enter the search name or ID.
3. If the name search entails selecting from a drop down list, select the appropriate employee name.
4. Employee Action History is displayed. ◆

# IT'S IN THE REPORT!

## 73.6 Management Spending Plan Report

The on-line Internal Budget Report, available in the Data Warehouse of Nevada (DAWN) at http://washoe.state.nv.us, is replacing the hard copy 73.6 report. The on-line report has drilldown capabilities, and information can be downloaded into a spreadsheet for further manipulation. The FY01 73.6 report will continue to be printed in hard copy until the end of September. The FY02 73.6 report will not be printed in hard copy at all, and has been replaced with the on-line report. Training was held in early September to demonstrate the features of the new Internal Budget report.

Beginning with FY02 there is a new way to enter Internal Budget information. The MIS 736 transaction has been replaced with the INBI table in ADVANTAGE™. See the Financial Table of the Quarter article on Page 5 for information regarding this table. Note that entering MIS 736 transactions for FY02 serves no purpose, since there is no hard copy report for FY02 and the DAWN report gathers Internal Budget information from the INBI table.

## 74.0 Program/Project Management Report

The 74.0 report is also being replaced with on-line reports that will be available in the Data Warehouse of Nevada (DAWN). These reports are currently being developed, and will be available early October. Training classes will be held to demonstrate the use of these new reports. The hard copy 74.0 reports for FY01 and FY02 will be printed until the end of October.

## Vista Plus Web-Based Report Distribution

The State of Nevada has purchased the Vista Plus software program from Quest to use for Web-based ADVANTAGE™ report distribution. Select ADVANTAGE™ reports are loaded to the Vista Plus Web site. Agencies will be assigned User IDs and passwords to access Vista Plus, where they can view reports on-line. Agencies can also search for pages of reports related to their agency and print reports or sections of reports. The software has download capabilities to other applications such as Word and Excel. The Budget Status Report (RSW001) will be the first report available through Vista Plus, and other reports will be added later. Training will be offered at the IFS Training Facility at 727 Fairview Dr, Carson City, so watch for future announcements regarding training dates and obtaining User IDs.

***From the Desks** continued from page one.*

There are still many agencies who have yet to go on-line with either ADVANTAGE™ - Financial or ADVANTAGE™ - HR. See the rollout schedule in this edition of the *IFS Connection* for this quarter's training.

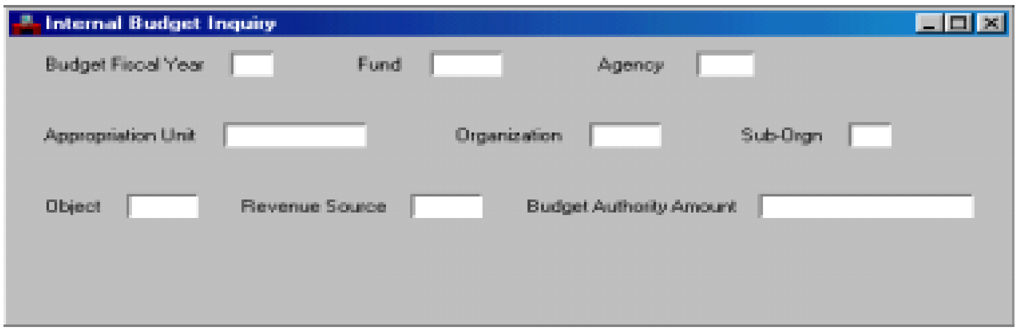
Please remember to visit either the Controller Web site (www.state.nv.us/controller/IFS.html) or the Department of Personnel Web site (www.ifs.state.nv.us) for up-to-date information on the respective projects. There is abundant information available on both sites, including rollout and training information, IFS contacts and forms needed for implementation, as well as the latest edition of the *IFS Connection*. The Controller Web site also features on-line class registration for upcoming additional training classes in Carson City, while the Personnel Web site features a "Frequently Asked Questions" (FAQ) area.

# FINANCIAL TABLE OF THE QUARTER

***INBI (Internal Budget Inquiry) Table***

In the past, agencies processed 736 transactions in MIS to record and monitor internal budgetary information. The **INBI** table in ADVANTAGE™ replaces MIS 736 transactions beginning in Fiscal Year 02. This table allows agencies to designate Internal Budget amounts to Organizations (Divisions and Sections), Sub-Organizations (Units) and/or Revenue Sources and Object Codes (GLs). Internal budget amounts are for internal purposes only and are not verified as transactions are processed. Internal budgets can be overspent without warning or error messages being issued by ADVANTAGE™. Budget Account and Category level budgetary controls are still enforced.

Each agency is responsible for entering their internal budget information in the INBI table. Amounts entered appear in the Data Warehouse of Nevada (DAWN) Internal Budget Report (73.6) the next business day.

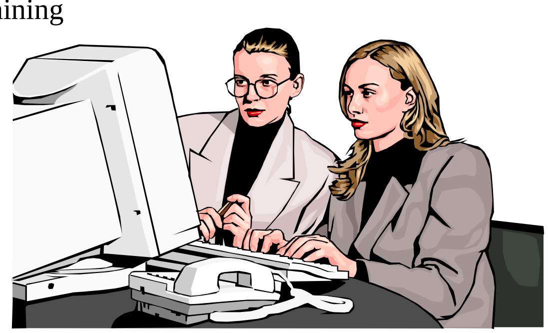



To add an entry to the **INBI** table, and thus to the "Internal Budget" column of the Internal Budget Report (73.6), enter the Budget Fiscal Year and account coding to which you would like to allocate an internal budget amount. Fiscal Year, Fund, Agency, Appropriation Unit, and Organization are required fields. Use 0000 if you do not have an Organization code. Select **Modify: Add** to add the entry to the table. Entries can be changed or deleted using the **Modify: Change** and **Modify: Delete** menu commands.

On-line agencies will enter their INBI table entries directly into ADVANTAGE™. Off-line agencies will use the INBI Table Entry Request Form (available at www.state.nv.us/controller/IFS.html) to have their INBI information entered for them. ◆

## Assistance Available to On-line Agencies

We understand the initial training provided before agencies come on-line with ADVANTAGE™ - Financial is at the basic document processing level. There may be additional tips and tricks agencies can utilize to provide greater document processing and information retrieval efficiencies. The initial training is not an appropriate forum for this type of information. On-line agencies will be offered an opportunity for an IFS Financial Project team member to visit them on-site and review their current ADVANTAGE™ processing. Concerns can be aired, training issues identified and suggestions made for ways to improve the use of all ADVANTAGE™ tools available. All on-line agencies will be contacted, but if you would like to take early advantage of this opportunity, please call Jenni Eyerly at 775/684-5338 or Ann Conlin at 775/684-5204. Currently these on-site visits will be limited to Carson City and Reno offices. ◆

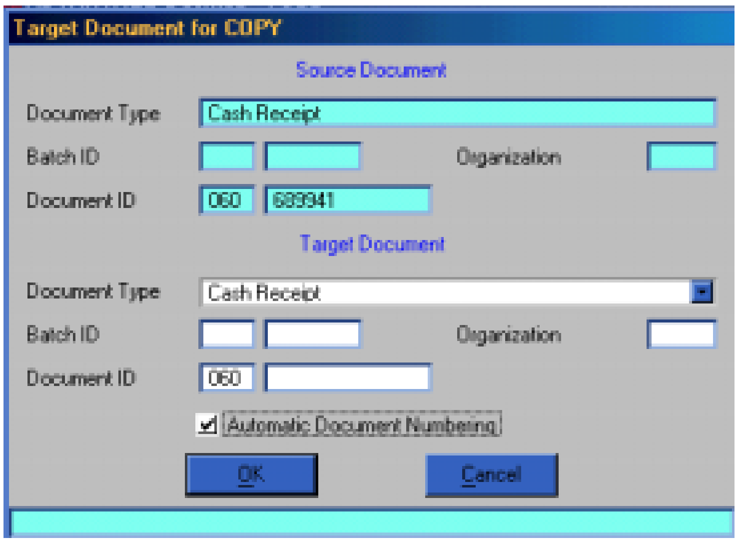


# …FROM THE FINANCIAL HELP DESK…

***Tip of the Quarter…***

Got several similar documents to process? Or maybe you created a PV and realized you forgot to select Automatic Document Numbering after you have edited the document? These are some of the reasons to use **Process: Copy Document**. There have been a number of calls on this process, so we thought we would highlight the steps once again. This is also covered in the Navigation Manual!

- Open the document you want copied or highlight the document on the **SUSF** table.
- Select **Process: Copy Document** from the **Menu Bar**.
- ADVANTAGE™ displays the **Target Document for COPY** window. The original document information is populated in the **Source Document** fields.




- Enter the new **Document ID** or select **Automatic Document Numbering**.
- Select **OK**. The new document will appear. It will be an exact copy of the original document, but its status will be "NEW."
- Make any necessary changes, then edit and apply approvals as usual. **Be sure to check all view tabs on the document for changes.** For example, if your source document contains a vendor who is not on EFT, the EFT flag (on the Other Attributes tab under Payment Options) will indicate "**NO**" after **Process: Edit**. If after copying that document you change the vendor to one that *is* on EFT, the flag will not update and a check will cut. In this case, change the EFT flag back to **Default** before you **Process: Edit** and apply approvals.
- If the Source document needs to be deleted, highlight the document in the **SUSF** table and select **Process: Delete** (F9). **If you intend to delete the source document but forget, it will process as a regular document.** ♦

***Training Resumes*** *continued from page two.*

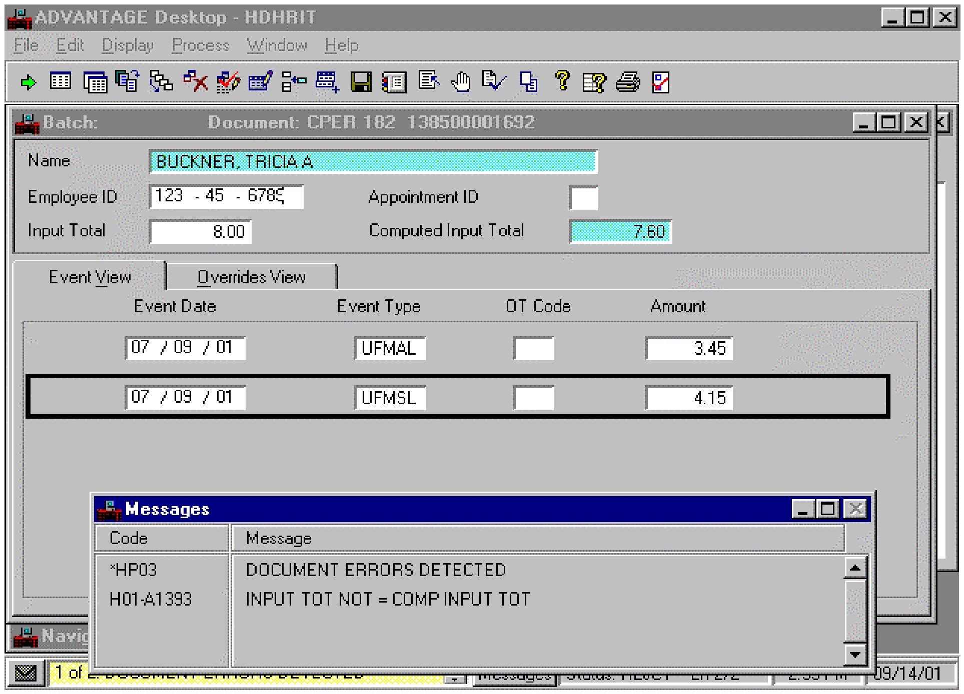
In order for this to occur, the help of the agencies is needed. Agencies should start on their internal control submissions as soon as possible. If internal controls are approved by FMTC ahead of schedule, an agency may be able to attend training classes earlier, depending on space availability. Agencies have been provided sample internal controls to assist with the necessary revisions for the IFS system. If you have further questions, or if your agency needs help writing its internal controls, please contact Mary Keating, Manager, FMTC at 775/687-5285.

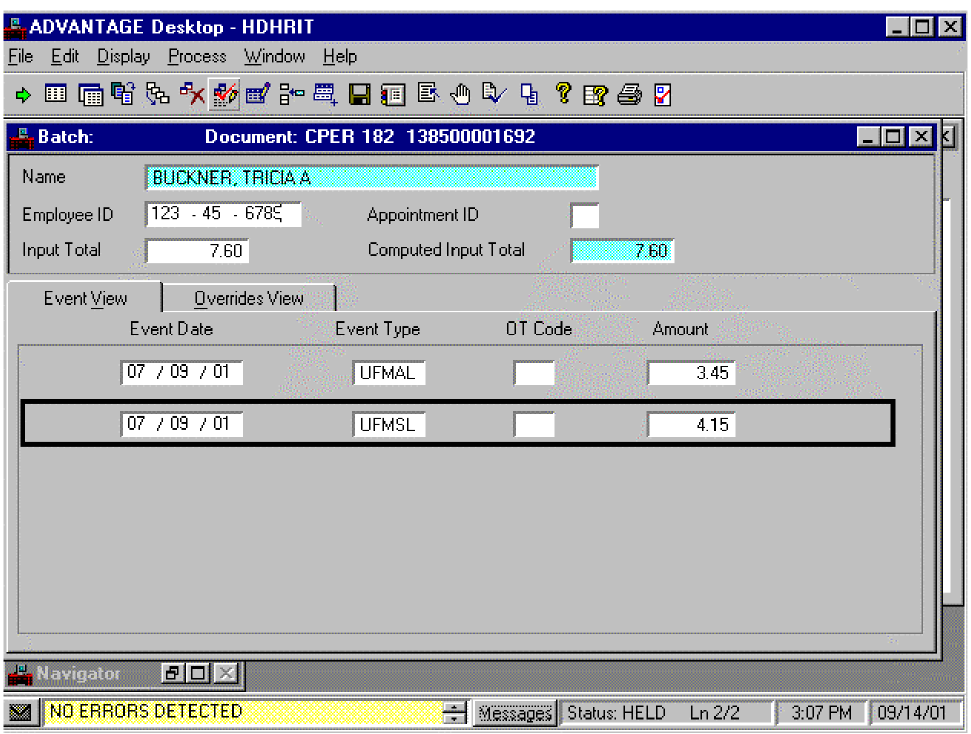
If you have questions regarding the rollout, or the status of your agency, please contact the Controller's Office, IFS Section. ♦

# …FROM THE HR HELP DESK…

*Question of the Quarter…*

**I entered a timesheet for an employee who used 3 hours and 45 minutes of family medical annual leave and 4 hours and 15 minutes of family medical sick leave on the same day. My input total was for the 8.00 hours for the day. I received an error message that said "INPUT TOT NOT = COMP INPUT TOT" with a system generated total of 7.60. What am I doing wrong?**




This error message is letting you know that the amounts are not added correctly. The input total on both the timesheet and in the CPER/PPER online document is an addition total only and does not reflect hours and minutes. It is just a sum total of numbers. In this instance, you need to change your input total to 7.60, **Process: Edit** and you should get the message "No Errors Detected". ◆

# TWO DECADES OF PERSONAL COMPUTERS

It's hard to believe that a tool indispensable to business today and that many workers have never been without is celebrating its twentieth birthday. It has been two decades since IBM introduced its first personal computer (PC) with a 4.77MHZ Intel 8088 CPU, a single 5.25 inch floppy drive with 160 kilobytes of capacity, monochrome screen, and 64 kilobytes of random access memory (RAM). It had no mouse, no icons and no menus. And in today's dollars, it would have cost about $5,700.

Of those first PCs, Microsoft Chairman Bill Gates said they were difficult to set up and maintain, and most of the programs they ran were slow and hard to use. "Few people saw a computer as an essential part of their everyday life."

Most of us will agree that the PC is now an indispensable tool in the office and is becoming so in our homes. They truly have, in the words of Gates, "revolutionized the way we live, work, learn and play, and transformed how we communicate with each other." According to a Gallup survey, PC users consider the computer the most important technology tool at work, and the same poll identified equal numbers of respondents indicating the PC and television have the same influence.

Since its introduction, over 835 million personal computers have been sold worldwide and more than 400 million people are connected to the Internet. "Although it's amazing to look back and see how far we've come in the past 20 years, I'm even more excited about what the industry can achieve in the next 20," says the Microsoft chief. ◆

**Note:** *This story was derived from various sources posted on the Microsoft Corp. website.*

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